



<b>Job Title</b>	<b>Construction Project Manager</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>7</b>	<b>Job Code</b>	<b>15102</b>

### Class Specification – Construction Project Manager

#### Summary Statement:

The purpose of this position is to plan, organize, and manage multifaceted capital improvement projects from conception to completion and project close out. Oversee and direct activities of outside design professionals for project design and development, preparation of final design documents, and construction phase services. Coordinate project schedules, budgets, design, and construction activities with internal and external departments, outside regulatory agencies, and user groups. Ensure project cost compliance with established project budgets, provide technical assistance, and project support to internal departments.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
20%	Perform project management work by planning, directing, and implementing complex multi-disciplinary development, redevelopment, and capital improvement projects including project initiation, design development, production, and project coordination with internal and external departments.
10%	Confer with management, internal departments, governmental regulatory agencies, and other key stakeholders to determine and establish project goals and objectives, formulate, and define scope of work, develop project work plan including time lines, available funding sources and amounts, project budgets, safety and security risk factors, consultant and staffing requirements, and allotment of resources to various phases of the project.
10%	Develop and prepare projections, project schedules, work plans, negotiate, execute, and administer professional service contracts for design and construction phase services, oversee and administer construction contracts for conformance to approved plans and contract specifications.
10%	Initiate and coordinate procurement and award of construction and professional service contracts and vendor purchase orders as required for each project. Prepare pre bid and bidding materials defining scope of work and related information for Requests for Qualifications (RFQ), Requests for Proposals (RFP), and Invitation for Bids (IFB). Conduct pre bid conferences, set up selection boards, respond to questions during solicitation period, review submitted proposals and bids and prepare contract award recommendations.



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10%	Manage, direct, and coordinate the work of professional consultants and related personnel who have been assigned responsibility for project design development, completion of design documents, and construction phase services to include project inspection and quality assurance acceptance testing. Review project design and design deliverables for quality, technical competence, and compliance to applicable design standards and codes.
10%	Monitor the progress and quality of design progression, provide input and feedback to design consultants during design and resolve problems and conflicts that arise during project design phase. Coordinate and conduct plan review meetings with design consultants and internal staff, outside city departments, and other governmental regulatory agencies and key stakeholders.
10%	Develop and project communication plan and related project status reports for internal and external departments, key stakeholders, and user groups to provide periodic updates on project activities and information on future project milestones.
10%	Monitor the project budget and schedule for project planning, design, procurement, regulatory approvals, construction phase, project close out and ensure project stays on time, on target, and on budget. Coordinate and conduct preconstruction conferences, inspection of project sites to ensure contractor compliance with project drawings, plans, specifications, standards, and contractual obligations. Review and approve contractor or consultant invoices for payment.
10%	Serve as Owner's Representative during construction and provide determinations and approvals for change orders and conflict and dispute resolutions. Manage, direct, and coordinate the overall change control process and quality assurance of the project to ensure a successful project outcome.

### **Competencies Required:**

**Human Collaboration Skills:** Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

**Reading:** Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



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**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in architecture, engineering, construction management, or a related field.

**Experience:** Five years of full- time responsible construction project management experience.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

### **Supervision Exercised:**

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

### **Supervision Received:**

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

### **Fiscal Responsibility:**

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).



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**Physical Demands:**

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: April 2015